

Homeland Security Reimbursement Procedures
(This procedure does not pertain to EMPG)

Category

- **Planning:** Expenses are authorized as long as the activities pertain to approved Homeland Security objectives. Detailed support is not required, however must be on file and available upon request. Cost for travel to conferences and workshops must be for G&T approved events. Conference objective and agenda should be sent to EMD for approval prior to attendance.
- **Exercise:** Requests for exercise costs incurred must be accompanied by an assurance that the after action report (AAR) has been submitted through the ODP web-based reporting system, and a copy of the EMD/G&T approval email.
- **Training:** Reimbursement for training costs must include the full course name, course number if applicable, attendance roster, and instructor(s) name; for Non-ODP approved courses, prior approval must be received.
- **Management & Administration:** Includes all costs associated with grant and contract administration, goods, services, and travel associated with these activities, and recurring costs such as cell phones, pagers, and blackberries.
- **Equipment:** Equipment requests must be itemized and linked to specific projects on the Reimbursement spreadsheet. All equipment must be approved by the Equipment Subcommittee; requests are to be supported by a copy of the vendor's invoice, a packing slip or a clearly legible signed statement written on invoice stating "**All items listed have been received in working order and inventoried.**"

Salary/Benefits/Overtime

- List employee or staff member's name, job title, and the period of time covered.
- Activities as they relate to accomplishing the contract deliverables.
- For overtime reimbursement, include the activity performed or course/exercise participated in, name of course, course number, number of students attending, location, and instructor name(s).
- Please spell out uncommon acronyms.

Consultant-Contractor Fees

- Consultant/Contractor fees are detailed in a separate row from regular salary and benefits.
- Indicate the activity related to the contractor's time you are asking reimbursement for. If the activity is related to training, please refer to the requirements listed above for training reimbursements.

Goods & Services

- If the item or service was purchased in support of a specific training course/exercise/planning activity, be specific and detailed when describing what the activity is. Vague language, such as "WMD exercise" will not be accepted.

Travel & Per Diem

- List the name of the staff member traveling.
- Activity related to what you are asking reimbursement for (meeting attended, course, workshop, or conference.)
- Be specific and detailed when describing the activity. Vague language, such as “WMD exercise” will not be accepted.
- Identify travel for Regional Coordinators within the region or state for planning meetings as “Regional planning activities.”

Pass Thru

- All costs for which the sub-recipient has entered into a contractual agreement with another agency/organization and is passing thru funds for that agency’s use is pass-thru.
- Detail does NOT have to be identified but all supporting documentation must be on file and available upon request.
- Hold sub-recipients to the same level, or greater, of detail in documentation as the state holds you.

Other (Indirect)

- Only those agencies that have an approved indirect rate on file with EMD may charge an indirect rate to their expenditures.

**** All applicable rules for allowable costs apply. Please refer to applicable grant guidance for further detail.***